

INSTRUCTIONS FOR COMPLETING G-845, Document Verification Request

Fill in the blanks as follows (**NOTE: Instructions are shown in *Italics*.**)

Section A. To Be Completed by the Submitting Agency

To: U.S. Citizenship and Immigration Services (USCIS)
{for Lenders located in Virginia, type the following Buffalo, NY address. For all other lenders, visit <http://www.uscis.gov/portal/site/uscis> and type "Direct Filing Addresses for G-845" in the Search box and then click on the applicable link to find the address for your state.}

U.S. Citizenship and Immigration Services
10 Fountain Plaza, 3rd Floor
Buffalo, NY 14202
Attn: Immigration Status Verification Unit

From: Type or Stamped Name and Address of Submitting Agency
{Type in our local SBA address as follows.}

U.S. Small Business Administration
400 N. 8th Street, Suite 1150, 11th Floor
Richmond, VA 23219-4829

1. Alien Registration Number or Form I-94 Number:
{enter the Alien Registration number from the Resident Alien Card or Resident Card, USCIS Form I-551, or similar document. This number usually begins with an "A".}
2. Applicant's Name
{fill in as requested}
3. Nationality
{fill in as requested}
4. Date of Birth
{fill in as requested}
5. U.S. Social Security Number
{fill in as requested}

6. Verification Number
{LEAVE BLANK}
7. Photocopy of Document Attached
{Be sure to provide a copy of both sides of the USCIS Form I-551 or similar document}
8. Organization (Specify)
{Type in the complete name of the bank, full street address including city, state and zip, and the name of the person at the bank who is submitting the G-845 form. This is the address that the USCIS office will use to return the G-845 after review.}
9. Name of Submitting Official
{type in name of person submitting the G-845 form}
10. Title of Submitting Official
{fill in as requested}
11. Date (mm/dd/yy)
{fill in as requested}
12. Telephone Number
{fill in as requested – include an extension, if you have one}

Leave the rest of the form blank.

Note: You must include with the G-845, an Authorization to Release Information About Status of Alien document, signed and dated by your applicant available at http://www.sba.gov/idc/groups/public/documents/va_do_fil es/va_auth.pdf. Attach to G-845.

Also see the SOP section related to businesses owned by non-U.S. Citizens at

http://www.sba.gov/idc/groups/public/documents/va_do_fil es/va_sopref.pdf.

If you have any questions, please contact your Lender Relations Specialist.